

# Campbell County Public Library District 2017 Kentucky Annual Report of Public Libraries

## General Information (A1 - A16)

A1	County	Campbell
A2	Estimated Population	92,211
A3	Library Name	Campbell County Public Library District
Street Address		
A4	Street Address	3920 Alexandria Pike
A5	City	Cold Spring
A6	Zip Code	41076
Mailing Address		
A8	Mailing Address	3920 Alexandria Pike
A9	City	Cold Spring
A10	Zip Code	41076
A12	Phone	(859) 781-6166
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	7.8
A15	Personal	7.8
A16	Motor Vehicle/Water Craft	2.6

## Operating Revenue (B1 - B15)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C40. Examples of revenue to be used for major capital expenditures include funds received for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g. fines) or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

E-rate -- If there is an invoice sent to the library that indicates the amount of the e-rate discount (i.e., supported by documentation), then the library can report this as an expenditure under Other Operating Expenditures (Item C29 or C31). In such a case, the library should also report the e-rate funds that supported the discount in Other Operating Revenue (Item B14)). If no such documentation can be identified, then the amount should not be reported as either revenue or expenditure.

### Local Government Revenue

B1	Library Tax	\$4,567,228
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	<b>\$4,567,228</b>

### State Government Revenue

B4	State Aid Grant	\$41,807
B5	Construction Debt-Assistance Grant	\$114,043

B6	Other State Government Revenue	\$0
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	\$155,850
Federal Government Revenue		
B9	Prime Time Family Reading Time	\$0
B12	Other Federal Government Revenue	\$33,622
B13	<b>Federal Government Revenue Total (sum B9 + B12)</b>	\$33,622
B14	Other Operating Revenue	\$121,130
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$4,877,830

### **Operating Expenditures (C1 - C41)**

**DO NOT REPORT CAPITAL EXPENDITURES IN THIS SECTION. They are reported as Item #C36.**

#### Collection Expenditures

C1	Print Materials	\$264,045
C2	Electronic Materials Expenditures	\$33,914
C3	Audiovisual Materials	\$171,717
C4	Electronic Collections	\$203,845
C5	Other Library Materials	\$0
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$673,521

#### Salary Expenditures

C7	Library Director	\$89,134
C8	Other Library Personnel	\$2,137,516
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$2,226,650

#### Fringe Benefits

C11	Required Fringe Benefits	\$180,517
C12	Retirement (Employer's Share)	\$328,370
C13	Medical Insurance (Employer's Share)	\$239,793
C14	Other	\$7,707
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$756,387
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$2,983,037

#### Other Operations

C17	Building Repair	\$43,177
C18	Building Maintenance	\$78,099

C20	Office Supplies, Program Supplies, Postage	\$130,253
C21	Insurance	\$50,985
C22	Public Relations	\$94,804
C23	Utilities	\$78,531
C24	Professional Fees	\$99,262
C25	Audit Fee	\$8,300
C26	Fiscal Year that Audit Covers	FY 2015-2016
C27	What year was the library's last long range plan adopted?	2016
C28	Repair and Replacement of Furnishings	\$2,756
C29	Other	\$28,428
C30	Specify	Association Dues, Volunteer Appreciation, Board Activities, Materials Processing
C31	Other	\$101,785
C32	Specify	Misc, Contracted Computer Services, Telephone, Travel
C33	<b>Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)</b>	\$716,380
C34	Bookmobile/Extended Services	\$9,689
C35	Continuing Education	\$15,872
C36	Operating Expenditures for Electronic Access	\$47,333
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$4,445,832

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library

C38	Capital Outlay Expenditures	\$286,257
C39	Debt Service	\$296,959

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for

(a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for

C40a	Local - Capital Revenue	\$6,882
C40b	State - Capital Revenue	\$0
C40c	Federal - Capital Revenue	\$0
C40d	Other - Capital Revenue	\$738
C40	<b>Total Capital Revenue (C40a through C40d)</b>	\$7,620
C41	Income from loans, bond issues, or other income not reported elsewhere	\$0

### Branch Libraries (E1- E19)

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

### INFORMATION FOR EACH BRANCH:

Add a new group for each branch in the county.

**For each group of branch libraries, you MUST place a value of "0" in the Hours field for any day of the week where there are no Hours listed.**

E1	Branch Library Name	Carrico/Fort Thomas Branch
E2	Street Address	1000 Highland Avenue
E3	City	Fort Thomas
E4	Zip Code	41075
E6	Phone	(859) 572-5033
E8	Square Footage	15,000
E11	Number of Meetings Held	1,354
E12	Library Visits	186,478
E13	Number of Registered Users	14,446
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	22,087
E15	Reference Transactions	31,525
E16a	Sunday Opening Time	1p
E16b	Sunday Closing Time	5p
E16c	Hours	4.00

E16d	Monday Opening Time	9a
E16e	Monday Closing Time	9p
E16f	Hours	12.00
E16g	Tuesday Opening Time	9a
E16h	Tuesday Closing Time	9p
E16i	Hours	12.00
E16j	Wednesday Opening Time	9a
E16k	Wednesday Closing Time	9p
E16l	Hours	12.00
E16m	Thursday Opening Time	9a
E16n	Thursday Closing Time	9p
E16o	Hours	12.00
E16p	Friday Opening Time	9a
E16q	Friday Closing Time	7p
E16r	Hours	10.00
E16s	Saturday Opening Time	9a
E16t	Saturday Closing Time	5p
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Newport Branch
E2	Street Address	901 East Sixth Street
E3	City	Newport
E4	Zip Code	41071
E6	Phone	(859) 572-5035
E8	Square Footage	27,000
E11	Number of Meetings Held	1,232
E12	Library Visits	192,336
E13	Number of Registered Users	19,169
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	34,481
E15	Reference Transactions	47,994
E16a	Sunday Opening Time	1p
E16b	Sunday Closing Time	5p
E16c	Hours	4.00
E16d	Monday Opening Time	9a
E16e	Monday Closing Time	9p
E16f	Hours	12.00
E16g	Tuesday Opening Time	9a
E16h	Tuesday Closing Time	9p
E16i	Hours	12.00
E16j	Wednesday Opening Time	9a

E16k	Wednesday Closing Time	9p
E16l	Hours	12.00
E16m	Thursday Opening Time	9a
E16n	Thursday Closing Time	9p
E16o	Hours	12.00
E16p	Friday Opening Time	9a
E16q	Friday Closing Time	7p
E16r	Hours	10.00
E16s	Saturday Opening Time	9a
E16t	Saturday Closing Time	5p
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	140.00
E17.3a	<b>Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)</b>	104.00
E18	Number of Branches	2
E19	<b>Total Annual Hours Open</b>	7,280.00

## Outreach Vehicles (F1 - F5)

An outreach vehicle is a vehicle used principally to provide personalized library services to individuals and groups at remote locations. The vehicle does not have an organized collection separate as in the case of a bookmobile. Staff will deliver and pick-up library materials specifically for patrons who are for any reason unable to visit the library in person. An outreach vehicle may also be used for programming at daycare centers, schools, senior centers, etc.

F1	License Number	KY Govt P3052
F2	Vehicle Year, Make, and Model	2010 Ford Transit
F3	Mileage on Odometer	42,630
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	25
F1	License Number	KY Govt P8584
F2	Vehicle Year, Make, and Model	2012 Ford Transit
F3	Mileage on Odometer	25,512
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	25
F1	License Number	KY READ 6613GG
F2	Vehicle Year, Make, and Model	2016 Honda HRV
F3	Mileage on Odometer	2,664
F4	Owner of Vehicle	locally

F5 Number of Stops in an Average Week 8

### **Bookmobiles (G1 - G11)**

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

#### **INFORMATION FOR EACH BOOKMOBILE:**

Add a new group for each bookmobile in the county.

Bookmobile Hours (G9a-G9g) - Count only the daily hours during which the bookmobile is open to the public. Do not count travel time. Hours on the road per week is reported in item number G9

G1	License Number	
G2	Serial Number	
G3	Vehicle Year, Make, and Model	
G4	Owner of Vehicle	
G5	Bookmobile Visits (number of persons entering the bookmobile)	
G6	Number of Registered Users	
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	
G8	Reference Transactions	
G9	Hours on the Road Per Week (but not serving patrons)	0
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	0
G9c	Tuesday - Daily Hours Open to the Public	0
G9d	Wednesday - Daily Hours Open to the Public	0
G9e	Thursday - Daily Hours Open to the Public	0
G9f	Friday - Daily Hours Open to the Public	0
G9g	Saturday - Daily Hours Open to the Public	0
G9.3	Number of Weeks Bookmobile is Open	0

G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	0.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	0.00
G11	Number of Bookmobiles	0

## Main Library (H1 - H18)

This is one type of single outlet library or the library which is the operational center of a multiple outlet library. Usually all processing is centralized here and the principal collections are housed here.

H1	Library Name	Cold Spring Branch
H2	Street Address	3920 Alexandria Pike
H3	City	Cold Spring
H4	Zip Code	41076
H6	Phone	(859) 781-6166
H8	Square Footage	14,600
H11	Number of Meetings Held	587
H12	Library Visits	192,993
H13	Number of Registered Users	21,772
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	24,416
H15	Reference Transactions	45,877
Hours Open to the Public		
H16a	Sunday Opening Time	1p
H16b	Sunday Closing Time	5p
H16c	Hours	4.00
H16d	Monday Opening Time	9a
H16e	Monday Closing Time	9p
H16f	Hours	12.00
H16g	Tuesday Opening Time	9a
H16h	Tuesday Closing Time	9p
H16i	Hours	12.00
H16j	Wednesday Opening Time	9a
H16k	Wednesday Closing Time	9p
H16l	Hours	12.00
H16m	Thursday Opening Time	9a
H16n	Thursday Closing Time	9p
H16o	Hours	12.00
H16p	Friday Opening Time	9a
H16q	Friday Closing Time	9p
H16r	Hours	12.00



H16s	Saturday Opening Time	9a
H16t	Saturday Closing Time	5p
H16u	Hours	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	72.00
H18	Number of Weeks Main Library is Open	52

## Facility Info (I1 - I32)

### Square Footage

I1	Main Library (from H8)	14,600
I2	Branch Libraries (sum of E8 branch data)	42,000
I3	Total (I1 + I2)	56,600

### Number of Meetings Held

I10	Main Library (from H11)	587
I11	Branch Libraries (sum of E11 branch data)	2,586
I12	Total (I10 + I11)	3,173

### Library Visits

I13	Main Library (from H12)	192,993
I14	Branch Libraries (sum of E12 branch data)	378,814
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	571,807

### Number of Registered Users

I17	Main Library (from H13)	21,772
I18	Branch Libraries (sum of E13 branch data)	33,615
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	55,387

### Number of Uses [Sessions] of Public Internet Computers Per Year

I21	Main Library (from H14)	24,416
I22	Branch Libraries (sum of E14 branch data)	56,568
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	80,984

### Reference Transactions

I25	Main Library (from H15)	45,877
I26	Branch Libraries (sum of E15 branch data)	79,519

I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	125,396
Public Service Hours per Year		
I29	Main Library (H17 * H18)	3,744.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	7,280.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00
I32	Total ( I29 + I30 + I31)	11,024.00

## Library Staff (J1- J09)

Report figures as of the last day of the fiscal year. **Include all positions funded in the library's budget whether those positions are filled or not.** To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

**To calculate FTEs for seasonal workers, I would use the following example:**

- Two three month workers (.25 of year) work 15 hours a week, so
- $15 + 15 = 30$  hrs/wk
- $30/40 = .75$  FTEs
- $.75 * .25 = .1875$  FTE for entire year (based on working only three months)

J1	Number of Librarians with an ALA Accredited Master's Degree in Library Science	17.50
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0
J3	Number of Librarians with a Master's Degree NOT in Library Science	.0
J4	Number of Librarians with a Bachelor's Degree in Library Science	.0
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	.0
J6	Number of Librarians with Less Than a Bachelor's Degree	.0
J7	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>	17.50
J8	All Other Paid Staff	47.50

J9 **Total Paid Employees** 65.00  
 (J7 + J8):

**Library Collection (K1 -K17)**

Book Collection

K1	Adult Fiction	37,473
K2	Adult Nonfiction	30,556
K3	Children's Fiction	60,703
K4	Children's Nonfiction	18,942
K5	<b>Total (K1 + K2 + K3 + K4)</b>	147,674

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	123,296
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Electronic Collections (K7a - K7b):  
 Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles.

Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

Item #K7a Local/Other cooperative agreements  
 Item #K7c (state government or state library)  
 Item #K7 Total Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State electronic collections(Item #K7a and #K7b).

K7a	Local/Other Cooperative Agreements	6
K7b	State (State Government or State Library) ** Include <b>50 KYVL databases</b> **	50
K7	<b>Total Electronic Collections (K7a+K7b)</b>	56
K9	Audio - Physical Units	26,199
K10	Audio - Downloadable Units	24,287
K13	Video - Physical Units	29,429
K14	Video - Downloadable Units	1,853

K15	Other Material in Collection	1,454
K16	Current Print Serial Subscriptions	363
K17	<b>Book/Serial Volumes (K5 + K16)</b>	148,037

### Circulation (L1 - L54)

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library. An item checked out counts as one item, no matter how many uses are subsequently made of that one item.

#### Book Circulation Adult Fiction

L1	Main Library	59,989
L2	All Branches	86,221
L3	Bookmobile/Outreach	0
L4	<b>Total (L1 + L2 + L3)</b>	146,210

#### Book Circulation Adult Nonfiction

L5	Main Library	33,393
L6	All Branches	52,547
L7	Bookmobile/Outreach	0
L8	<b>Total (L5 + L6+ L7)</b>	85,940

#### Book Circulation Children's Fiction

L9	Main Library	93,103
L10	All Branches	137,523
L11	Bookmobile/Outreach	0
L12	<b>Total (L9 + L10+ L11)</b>	230,626

#### Book Circulation Children's Nonfiction

L13	Main Library	20,038
L14	All Branches	21,141
L15	Bookmobile/Outreach	0
L16	<b>Total (L13 + L14 + L15)</b>	41,179

#### Book Circulation Total:

L17	<b>Main Library (L1 + L5 + L9 + L13)</b>	206,523
L18	<b>All Branches (L2 + L6 + L10 + L14)</b>	297,432
L19	<b>Bookmobile/Outreach (L3 + L7 + L11 + L15)</b>	0
L20	<b>Total (L4 + L8 + L12+ L16)</b>	503,955

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library.

#### Audiovisual Circulation Audio Books

L21	Main Library	12,811
L22	All Branches	15,688

L23	Bookmobile/Outreach	0
L24	<b>Total (L21 + L22 + L23)</b>	28,499
Audiovisual Circulation Other Audio		
L25	Main Library	17,470
L26	All Branches	26,893
L27	Bookmobile/Outreach	0
L28	<b>Total (L25 + L26 + L27)</b>	44,363
Audiovisual Circulation Videos		
L29	Main Library	176,181
L30	All Branches	304,574
L31	Bookmobile/Outreach	0
L32	<b>Total (L29 + L30 + L31)</b>	480,755
Audiovisual Circulation Other		
L33	Main Library	6,285
L34	All Branches	8,236
L35	Bookmobile/Outreach	0
L36	<b>Total (L33 + L34 + L35)</b>	14,521
Audiovisual Circulation Total		
L37	<b>Main Library (L21 + L25 + L29 + L33)</b>	212,747
L38	<b>All Branches (L22 + L26 + L30 + L34)</b>	355,391
L39	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	0
L40	<b>Total (L24 + L28 + L32 + L36)</b>	568,138

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library.

#### Other Materials

L41	Main Library	26,500
L42	All Branches	40,556
L43	Bookmobile/Outreach	0
L44	<b>Total (L41 + L42 + L43)</b>	67,056

#### Total Circulation

L45	<b>Main Library (L17 + L37 + L41)</b>	445,770
L46	<b>All Branches (L18 + L38 + L42)</b>	693,379
L47	<b>Bookmobile/Outreach (L19 + L39 + L43)</b>	0

Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit.

L48	Use of Electronic Material	95,283
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L49 **Total Circulation (L20 + L40 + L44 + L48)** 1,234,432

L50 Successful Retrieval of Electronic Information 73,853

Children's Circulation - The total annual circulation of all children's materials in all formats to all users, including renewals. (NOTE: This includes books and audiovisual material already counted in previous fields L9 - L16) Do not count Electronic Material circulation here - that belongs in L48

L51 Main Library 153,388

L52 All Branches 210,003

L53 Bookmobile/Outreach 0

L54 **Total (L51 + L52 + L53)** 363,391

## Other Measures of Library Use (M1 - M2)

Please list any measures of library use not collected elsewhere in the annual report. Examples might include Seed Library, In-house Use, Unique Circulating Items, and other Objects of Interest.

Note: Recording these measures is optional. Totals will not be tabulated or reported.

M1 Other Measures of Library Use

M2 Use Statistics

## Interlibrary Cooperation (N1 - N6)

Loaned To

N1 Print 1,984

N2 Nonprint 1,803

N3 **Total (N1 + N2):** 3,787

Borrowed From

N4 Print 3,877

N5 Nonprint 521

N6 **Total (N4 + N5):** 4,398

## Programs (O1 - O56)

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities. Also, do not enter the number of programs or attendance in more than one category.

Infant/Toddler/Preschool - *number of programs*

O1 Main Library 256

O2 All Branches 430

O3 Bookmobile/Outreach 248

O4 **Total (O1 + O2 + O3)** 934

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	5,752
O6	All Branches	7,075
O7	Bookmobile/Outreach	9,148
O8	<b>Total (O5 + O6 + O7)</b>	21,975

Elementary School - *number of programs*

O17	Main Library	63
O18	All Branches	96
O19	Bookmobile/Outreach	553
O20	<b>Total (O17 + O 18 + O19)</b>	712

Elementary School - *number of attendees*

O21	Main Library	2,147
O22	All Branches	1,645
O23	Bookmobile/Outreach	13,405
O24	<b>Total (O21 + O22 + O23)</b>	17,197

Young Adult (age 12 and older) - *number of programs*

O25	Main Library	120
O26	All Branches	143
O27	Bookmobile/Outreach	0
O28	<b>Total (O25 + O26 + O27)</b>	263

Young Adult (age 12 and older) - *number of attendees*

O29	Main Library	1,959
O30	All Branches	1,832
O31	Bookmobile/Outreach	0
O32	<b>Total (O29 + O30 + O31)</b>	3,791

Adult Programs - *number of programs*

O33	Main Library	198
O34	All Branches	490
O35	Bookmobile/Outreach	0
O36	<b>Total (O33 + O34 + O35)</b>	688

Adult Programs - *number of attendees*

O37	Main Library	2,684
O38	All Branches	5,821
O39	Bookmobile/Outreach	0
O40	<b>Total (O37 + O38 + O39)</b>	8,505

Programs Directed at Multiple Age Levels - *number of programs*

O41	Main Library	20
O42	All Branches	233
O43	Bookmobile/Outreach	0
O44	<b>Total (O41 + O42 + O43)</b>	253

Programs Directed at Multiple Age Levels - *number of attendees*

O45	Main Library	1,150
O46	All Branches	5,548

O47	Bookmobile/Outreach	0
O48	Total (O45 + O46 + O47)	6,698

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	657
O50	All Branches (O2 + O18 + O26 + O34 + O42)	1,392
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	801
O52	Total (O4 + O20 + O28 + O36 + O44)	2,850

Total Program Attendance:

O53	Main Library (O5 + O21 + O29 + O37 + O45)	13,692
O54	All Branches (O6 + O22 + O30 + O38 + O46)	21,921
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	22,553
O56	Total (O8 + O24 + O32 + O40 + O48)	58,166

**Intellectual Freedom (P1 - P6)**

- P1 Title of Challenged Work
- P2 Type of Work
- P3 Grounds for Challenge
- P4 Initiator of Challenge
- P5 Status of Material
- P6 Comments

**Technology (Q1 - Q5)**

Q1	Number of Internet Computers Used by General Public	103
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	946
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	38,171
Q5	Number of Web User Sessions	392,254

**Planning and Evaluation (S1)**

- S1 Describe significant "With the strategic plan completed in the previous fiscal year, FY2016-17



events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means - purchase, gifts, bequests, et

was about busily trying to implement the initiatives that it contained. In terms of facilities, there were three major tasks: satellite/limited service locations in Melbourne and Silver Grove, a rented/leased facility in Alexandria, and installing digital marquees. The satellite/limited service locations became operational in May 2017. With the help of a major donor, we installed one pick up/drop off kiosk in Silver Grove, an isolated community with its own school district along the Ohio River on the eastern edge of the county. The community was very happy to have access to library service, especially the City Council. The donor also provided for another pick up/drop off kiosk in Melbourne adjacent to St. Philips Academy. This location serves a broader but more rural population along the Kentucky Highway 8 corridor on the eastern edge of the county. Again, the St. Philips school, church and the surrounding community were most pleased to have this easy access to the Library's circulating collection. In Alexandria, we posted a Request for Proposal for a 2500 square foot facility to rent/lease. There were two responses. We spent several months trying to work out the details of how the chosen facility (larger than anticipated at 3750 square feet) might serve as a library. In the end, the buildout costs were too high and the board rejected the site. At present, we've begun the due diligence process again on the second site and hope, if successfully negotiated, to open the new facility by January 2018. The strategic plan revealed the importance (long neglected, unfortunately) of our marquees. We replaced each locations' marquee with a full-color, remotely programmable marquee in May 2017. The project was made difficult by the need to secure permission from three different city planning and zoning departments plus our own unfamiliarity with completing an RFP for digital signs. In the end, we're very pleased with the results and have received nothing but positive comments about them. Another element of the strategic plan was to consider (and hire) several new positions as funds allowed. We added one of those new position this past year: a Digital Inclusion Coordinator. This person does outreach to "at risk" communities to teach digital skills that are needed for workforce re-entry, resume writing, or online form completion. Among the groups that are being served right now by this position are seniors re-entering the workforce and high school age kids participating in a mentoring program for "at risk" students. I am personally excited by the possibilities of this position. The Library itself is doing very well. Our outreach presence in the community is extremely strong. We purchased an additional outreach vehicle this year, which has greatly expanded our ability to be in daycares, preschools, and other childcare providers. Our programming, both in terms of providing programs and the attendance at the programs, is also strong. We've also improved the expanse of types of programming. We offer some specialized programs for the deaf community now. We hosted a traveling exhibit through the Smithsonian this past year. We hosted several successful series-style programs including a "Food for Thought" collaboration with Northern Kentucky University. We are seeing some weakening, however, in circulation, public computer use, and library visits. It would be nice to say that our digital usage is picking up the slack in those areas, but it is not. E-circulation goes up each year but does not do so in sufficient numbers to offset circulation loss. Wifi usage was static this year as compared to last so people are not necessarily migrating away from public computers to use their own devices on our network. Increases in programming and usage of digital products has not balanced the loss of physical visits to the Library. These are challenges that we'll have to consider. Still, our social media and online presences are quite strong. Our publicity is also strong. I'm hopeful that the new digital marquees will make people aware of the wide variety of services that we offer that we were not able to use marquee space to highlight previously, specifically: faxing/scanning/copying services, outreach services, test proctoring, one-on-one computer help, book clubs, the limited service locations in Silver Grove/Melbourne, and other important but not "major"

programs/services. I'm confident that the coming year will have its own array of challenges, but I've enjoyed the many that this year has provided. I'm happy to see parking lots full and people leaving the buildings with their hands full of books and other materials. Watching a grandparent walk across the lot, hand-in-hand with a pulling child, still makes me smile. It's good work that we do and I'm proud of us for doing it. "

## Board Policies (T1 - T10)

Click on the check box if you have reviewed your policies in the last five years

T1	Board Reimbursement of Expense Policy	Yes
T2	Conflict of Interest Policy	Yes
T3	Ethics Policy	Yes
T4	Fiscal Responsibility Policy	Yes
T5	Investment Policy	Yes
T6	Open Records Policy	Yes
T7	Procurement Code Policy	Yes
T8	Sponsorship Policy	Yes
T9	Trustee Orientation Policy	Yes
T10	Whistleblower Policy	Yes

## Library Board Membership (V1 - V6)

Note: List membership as constituted on the last day of the fiscal year.

Designated Day and Time for Monthly Board Meeting:

V1.1	Day	Wednesday
V1.2	Week	Third Week
V1.3	Time	5:30 PM - 6:00 PM

President or Chair

V2.1	Name:	Cathy Howard
V2.2	P.O. Box or Street:	15 Cliffview Avenue
V2.3	City:	Fort Thomas
V2.4	Zip:	41075
V2.5	Phone:	(859) 442-4099
V2.6	Term Expires (MM/DD/YYYY):	9/30/2020
V2.7	Term	Second Term
V2.8	Number of Regularly Scheduled Board Meetings Attended	12
V2.9	Number of Library Related Professional Conferences and or Workshops Attended	2

Vice President or Vice Chair

V3.1	Name:	Carla Landon
V3.2	P.O. Box or Street:	10 Ridgeway Avenue

V3.3 City: Fort Thomas  
V3.4 Zip: 41075  
V3.5 Phone: (859) 322-9837  
V3.6 Term Expires (MM/DD/YYYY): 9/30/2017  
V3.7 Term Filling Unexpired Term  
V3.8 Number of Regularly Scheduled Board Meetings Attended 10  
V3.9 Number of Library Related Professional Conferences and or Workshops Attended 7

Secretary

V4.1 Name: Christie Fillhardt  
V4.2 P.O. Box or Street: 118 Ridge Hill Drive  
V4.3 City: Highland Heights  
V4.4 Zip: 41076  
V4.5 Phone: (859) 442-0473  
V4.6 Term Expires (MM/DD/YYYY): 9/30/2017  
V4.7 Term First Term  
V4.8 Number of Regularly Scheduled Board Meetings Attended 12  
V4.9 Number of Library Related Professional Conferences and or Workshops Attended 2

Treasurer

V5.1 Name: Paul Johnson  
V5.2 P.O. Box or Street: 3249 California Crossroad  
V5.3 City: California  
V5.4 Zip: 41017  
V5.5 Phone: (859) 635-7209  
V5.6 Term Expires (MM/DD/YYYY): 9/30/2020  
V5.7 Term Second Term  
V5.8 Number of Regularly Scheduled Board Meetings Attended 10  
V5.9 Number of Library Related Professional Conferences and or Workshops Attended 2

Member

V6.1 Name: Tracy Smith  
V6.2 P.O. Box or Street: 13087 Nagel Road  
V6.3 City: Alexandria  
V6.4 Zip: 41001  
V6.5 Phone: (859) 448-0712

V6.6	Term Expires (MM/DD/YYYY):	9/30/2018
V6.7	Term	Filling Unexpired Term
V6.8	Number of Regularly Scheduled Board Meetings Attended	10
V6.9	Number of Library Related Professional Conferences and or Workshops Attended	7

Does your library collect a statistic that you think other Kentucky libraries should collect?

Please add notes for the survey administrator - your reactions to the annual report, the report process, sources of irritation, what could be improved, any feedback that might help in formulating next year's report.